

The City of Torrance is recruiting for

Human Resources Analyst

City Manager's Office

\$65,499.20 — \$96,824.00 annually
Effective January 1, 2016 — \$68,120.00 — \$100,692.80 annually

Our Human Resources Division partners with our City Departments to attract, develop and retain an effective workforce that delivers high quality services to the Torrance community. We are seeking a career-oriented team player to complement our cadre of generalists. Maintaining confidentiality with highly sensitive matters; developing collaborative and effective work relationships; analytical orientation; strong writing and oral communication skills; and ability to work autonomously while managing multiple projects are critical traits for a candidate that will thrive in our environment. The Human Resources Analyst serves as a technical expert by interpreting and applying HR regulations, policies, and practices in the areas of performance management, employee relations, benefits, HRIS, labor relations, classification and compensation, and selection.

EDUCATION AND EXPERIENCE

Any combination of a Bachelor's degree in Industrial/Organizational Psychology, Public or Business Administration or related field and two years of experience in one or more of the following areas: benefits, employee relations, classification and compensation, recruitment and selection, training, personnel policy and procedure development.

IDEAL CANDIDATE

In addition to the Education and Experience outlined above

- Public Sector Merit System/Civil Service HR experience
- Experience using Job Analysis for Testing/Selection
- Experience in Interpreting and Applying Ordinances, Rules and Policies in a Public Sector Personnel System
- Understanding of FMLA/CFRA Requirements
- Understanding of ADA/FEHA/Interactive Process (Disability Management)
- Benefits Administration including understanding of Affordable Care Act (ACA)
- Experience in Employee Relations and Performance Management
- Experience working in a Union work environment
- HRIS Experience/Intermediate Computer Skills

APPLICATION PROCESS

Interested candidates must submit an online application, resume and supplemental available at <http://www.TorranceCA.Gov/523.htm#>. The application filing period begins **Tuesday, August 4, 2015 at 7:30 a.m.** and closes **Tuesday, August 25, 2015 at 5:30 p.m.** Only those candidates whose training and experience **best** meet our requirements will be invited to participate in the examination process. Test parts and tentative dates for the process are as follows:

Written Exam— Qualifying	Wednesday, September 16, 2015
Technical Interview—weighted 50%	Wednesday, September 30, 2015
Performance Exam—weighted 50%	Wednesday, September 30, 2015

Please visit our webpage under Recruitment Status for updates and current information.

*Applicants with disabilities who require special testing arrangements **must** contact Human Resources **prior** to the final filing date.*

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

What's In It For You?

We enjoy great weather, a diverse community and are only a few miles from the beach. In addition to a great location, our employees enjoy the following

BENEFITS AND PERKS:

- 9/80 work schedule
- Paid vacation and sick leave
- Excellent Health, Dental & Vision plans, and Life Insurance
- Tuition Reimbursement Program
- Thirteen paid holidays
- Interest-free computer loan program
- Flexible spending which provides tax-free options for medical, dental and child care expenses
- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee. Employee contributes 7% on a pre-tax basis
- Deferred Compensation Plan
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare

For more information regarding our Employee Benefits, please visit

<http://www.TorranceCA.Gov/523.htm#>.

15081317 MPL

Mission Statement

The mission of the Human Resources Division is to partner with City Departments to attract, retain and develop an effective workforce dedicated to delivering high quality services to the Torrance community.

The City

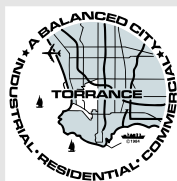
Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beach-front and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.

Human Resources Division
of the City Manager's Office
3231 Torrance Boulevard
Torrance California 90503



Office: (310) 618-2915

Fax: (310) 618-2995

E-mail: jobinfo@TorranceCA.Gov

Websites: www.TorranceCA.Gov

<http://www.TorranceCA.Gov/523.htm#>



facebook.com/TorranceJobs



[@TorranceJobs](https://twitter.com/TorranceJobs)

HUMAN RESOURCES ANALYST JC 15081317

SUPPLEMENTAL APPLICATION

1. Do you possess a Bachelor's Degree? ☐ Yes ☐ No

If yes, please indicate what major you received your BA/BS in:

- ☐ Psychology/Industrial Organizational Psychology
☐ Business Administration
☐ Public Administration
☐ Human Resources
☐ Related Field (Sociology, Political Science, Liberal Arts, etc.)

2. Do you possess a Master's Degree? ☐ Yes ☐ No

If yes, please indicate what major you received your BA/BS in:

- ☐ Psychology/Industrial Organizational Psychology
☐ Business Administration
☐ Public Administration
☐ Human Resources
☐ Related Field (Sociology, Political Science, Liberal Arts, etc.)

3. Please check the HR Areas that you have professional experience in and indicate the years of experience:

<input type="checkbox"/> Recruitment	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> Job Analysis	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> Selection/Testing	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> Classification	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> Compensation	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> Benefits	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> Employee Relations	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> Union Negotiations	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> Grievances	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> Discipline/Performance Management	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> ADA/FEHA/Reasonable Accommodation	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs
<input type="checkbox"/> HR Information Systems/Applicant Tracking Systems	<input type="checkbox"/> None	<input type="checkbox"/> < 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5+ yrs

4. Do you have Public Sector Professional HR experience? ☐ Yes ☐ No

If yes, please indicate the number of years you have Public Sector Human Resources experience.

☐ < 1 yr ☐ 1-3 yrs ☐ 3-5 yrs ☐ 5+ yrs

5. Do you have Civil Service/Merit System based HR experience? ☐ Yes ☐ No

If yes, # of years: ☐ < 1 yr ☐ 1-3 yrs ☐ 3-5 yrs ☐ 5+ yrs

6. Do you have professional certification in HR? ☐ Yes ☐ No

If yes, please check all that apply.

☐ IPMA ☐ PHR/SPHR ☐ SHRM CP/SHRM SCP
☐ Other – Please List _____